

## Information regarding TJJD Notification of Eligibility for Sealing based on CINS Offense History

Email Distributed to CJPOs – January 12, 2016

From JCMS Support Services Division

On the 15<sup>th</sup> of each month, TJJD will send an email to the Chief Juvenile Probation Officers that includes a list of PIDs with one or more referrals that are potentially eligible for sealing based on the juvenile's CINS offense history. Below is information regarding how this list is generated and how the information should be used.

- TJJD generates this list of PIDs with one or more referrals that are potentially eligible for sealing based on data received through each department's monthly extract submission. Your department's list does not consider offenses in other jurisdictions or the adult system.
- This list may contain juveniles who are not eligible for sealing based on offenses reported by other juvenile probation departments or by the adult system. Because these records cannot be sealed, but do meet the criteria for potential eligibility, these juveniles will remain on subsequent lists. TJJD strongly encourages departments to maintain the list provided for the purposes of tracking each PID through the sealing process and for documenting those juveniles who are ineligible.
- The list is cumulative and includes all juveniles with referrals potentially eligible for sealing since September 1, 2015.
- TJJD will not be notified that a PID or referral has been sealed until the record has been sealed in the department's case management system and the department has submitted an EDI extract in the month subsequent to the sealing. Because notification to TJJD is not immediate, it is possible that a record sealed by your department, but not yet transferred through the EDI, will be included on this list. Subsequent lists generated after the latest extract will remove this PID from the list.
- Please do not submit additional extracts. Continue to send your extract between the first and tenth of each month.
- If a department does not have any juveniles with referrals potentially eligible for sealing based on CINS offense history, the department will not receive the monthly notification.
- For confidentially purposes, the list of PIDs potentially eligible for sealing should not be included in a juvenile's folder.

While the list provided is generated and distributed by the JCMS Support Services Division, please direct any questions regarding the sealing process to the TJJD Legal Team at [legalhelp@tjjd.texas.gov](mailto:legalhelp@tjjd.texas.gov).

The first email notification will be sent Friday, January 15.

JCMS Support Services Division  
Texas Juvenile Justice Department

January 12, 2016